

TAB ATRAVEL

Agency policy regarding reimbursement for travel has been liberal but designed to prevent gratuitous payments. To this end (and to qualify travel payments as non-taxable) minimum accounting has to date been required. Except perhaps leaving a question as to tax status we can accomplish the same purpose if career agents, contract agents, and staff agents under nonofficial cover are provided in advance a sum of money calculated to be sufficient to cover the travel of themselves and dependents to their post of duty. This should include reasonable estimates for taxicabs, porters, and a daily rate for hotels, meals, and incidentals. In most instances, the estimate should be within a few dollars of the actual allowable expense but in some cases unavoidable delays enroute may result in substantial additional expense, in which event a simple claim by the individual briefly describing the reason for the additional expense should be sufficient for payment at the field station without correspondence with headquarters (a statement of the provision made for travel forwarded with notification to the station of the agent's departure would allow the station to judge the appropriateness of a supplemental expense claim).

It is obvious that if this system is to reduce the administrative workload a reasonable but adequate sum must be provided for in the first instance, but we should take care that it is not overdone which would invite problems of a different nature. Also, if the workload is to be reduced it should be made clear in advance to the agent that he is not to submit supplemental claims for small sums. We should allow about \$100 for incidentals in case of extensive or complicated travel and then should not consider supplemental claims of less than that amount. Simple travel (direct air to Europe) should require a lesser amount for incidentals.

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